

SOP FOR SEED LICENSE BY THE DIRECTORATE OF HORTICULTURE FOR STATE

- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser .

- Register in the portal for creating a login account. It is a **one time process** for availing all services under edistrict portal.
 - ***Steps to follow for registering in the portal***
 - You must have a valid email ID and mobile no for registration into the system. If you do not have it then creates a valid email ID and arranges a mobile no.
 - Click on the Services icon (Top right of the page). You will be redirected to the **“Register Yourself”** icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
 - Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.

[Refer the screen shot for registering into the system]

Full Name

Email Id

Mobile No.

Password

State



- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e.either with your registered email ID or Mobile Number). After successful login the application form will appear.
- **Steps for submitting Application Form**
 - Fill the application Form. (Refer below for a sample application form).
 - Verify the data. (Edit if required).
 - Attach the Annexure Documents.
 - Submit the application form.
 - On successful submission an Acknowledgement slip will be generated which will be available in your view application status. It can be downloaded and printed for offline reference.
 - A SMS conformation containing application reference number will be send to the applicant mobile number mentioned in the form.

- You can track the status of the application in “**Track Application Status**” section.
- A SMS will send to the applicant after issue / reject of the application.
- Applicant can download the certificate from “Track Application Status”.

Annexure Documents Required

All the following documents are mandatory to be uploaded.

- **Copy of Memorandum of Association for Pvt. Ltd & Public Ltd Company**
- **Details of Laboratory facilities**
- **Details of R and D Processing Plants and packing or labelling**
- **Specimen Copy of Label**
- **Photocopy of Aadhar Card of the person applying on behalf of firm**
- **Location Map of store GPS Photo**
- **Address Proof of store Sale point and Office**
- **Photocopy of GSTIN No**
- **Photocopy of Treasury Challan**

For new license fees-1000/- ,Renewal fees-500/-

Head of the account – In favour of Director of Horticulture, Odisha, Bhubaneswar (0435- other Agriculture Programme -00-501-services & Service fees -0010-charges for service provided – 02072 –Licensing fees for fertilizer, pesticide & seeds)

Apart from the above documents, Applicant has to download the following Predefined documents before filling the Application form and upload these documents after filling the Application Form.

- **Proforma – II**
- **Proforma – III**
- **Proforma - XI**

APPLICANTS DETAILS

Contact Person Name * J K DAS	Upload Passport Size Photo * maleicon.jpg
Father's Name * S K DAS	
Mobile Number * 9556644774	Contact Phone Number * 4863258632
E-Mail * patrosangeeta56@gmail.com	
District * ANUGUL	Block * Please Select
GP Please Select	Village Please Select
Aadhar Number 896256321458	PAN Number * 4862drftgyhjhgfdgfyh
GSTIN * 86325dftgyhujhgfdg	

FIRM DETAILS

Name of the Firm * H K Firm	Firm Type * Proprietor
District * ANUGUL	Block * Please Select
Firm Address * ANGUL	Pincode * 485632

STORAGE DETAILS

Address * ANGUL	Mobile Number * 9556644774
District * ANUGUL	Block * Please Select
Pincode * 452456	

PROFORMA - I (List of Seed Kind / Varieties To be Produced and Marketed)

Details Of Seed	
Name of Crop * Banana (TC)	Varieties required * Non-Notified

PROFORMA - VI (Seed License Obtained from Various Authorities)

Add Seed License Details			
State * JAMMU AND KASHMIR	Name And Designation of License No Licenseing authority K K DAS	Date of Issue * 589654865896	Valid up to * 10/03/2020
			25/03/2020

PROFORMA - VII (Annual Marketing Plan for the Year)

Add Details				
District * ANUGUL	Name of Crop * Banana (TC)	Qty to be Sold * 566	Unit * Quintal (Qt)	Varieties required * Notified

PROFORMA - IX (Abstract of Quantity of Seed Produced and Certified by Seed Certification Agency)

Name of Company						
Crop Beet Root	Variety Please Select	No of Farmers Registered 585	Year Of Registration 11/03/2020	Total Area Under Registration (Hqtr) 854	Expected Seed Production in QT 563	Remarks if Any resdtyuh

PROFORMA X (Abstract of Breeder / Fondation / Certified Source of Seed used for Seed Production Programme along with receipt or register under OSSPCA)

Add Details						
Crop Beet Root	Notified Yes	Source guyhj	Non Notified Research fyguhjn	Receipt sedrftgyhj	source dftghb	

DECLARATION

Declaration
I also do hereby undertake that the information & Documents given by me are true to the best of my Knowledge and belief

I Agree *

Additional Details

Apply to the Office * Directorate of Horticulture

Word verification



Please enter the characters shown above

P129CS

USER MANUAL

OF

SEED LICENSE SYSTEM

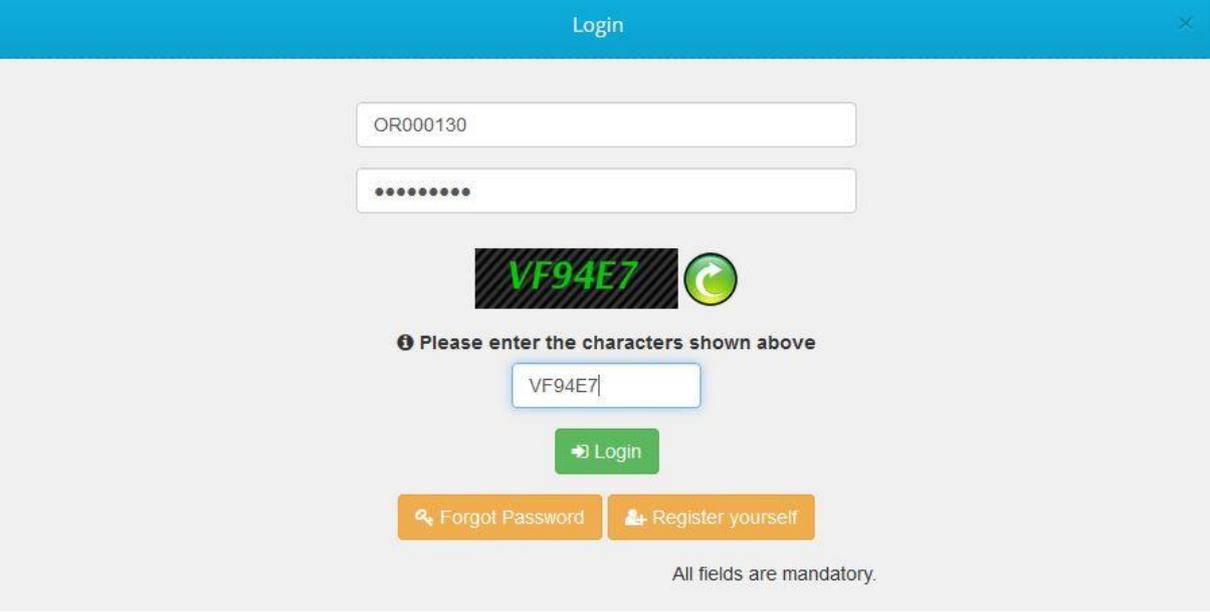
(STATE)

INDE' PAGE

SL NO.	ITEM NAME	PAGE NO.
1	How to Manage Profile	3 - 4
2	Procedure to follow by Scheme Admin Officer	5 - 6
3	Procedure to follow by DDH State	7 - 9
4	Procedure to follow by DDH District	10 - 11
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9	How to Call-back a sent Application Form	22 - 23

HOW TO MANAGE PROFILE

1. LOGIN TO THE PROFILE



OR000130

.....

VF94E7

Please enter the characters shown above

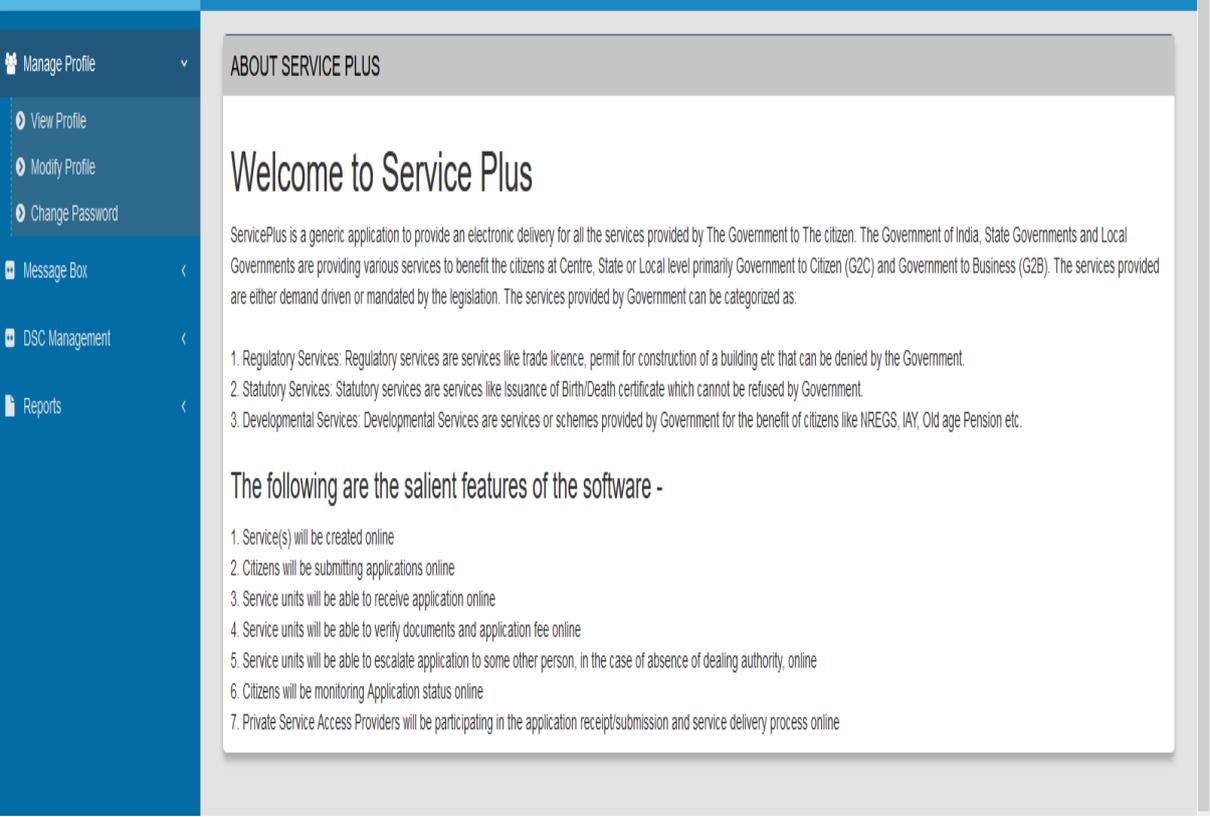
VF94E7

Login

Forgot Password Register yourself

All fields are mandatory.

2. Click on Manage Profile



Manage Profile

- View Profile
- Modify Profile
- Change Password
- Message Box
- DSC Management
- Reports

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

Seed License By Directorate of Horticulture (State)

3. THEN CLICK ON VIEW PROFILE TO SEE ALL THE DETAILS.

The screenshot shows the 'View Profile' page. The left sidebar contains a 'Manage Profile' menu with options: View Profile, Modify Profile, Change Password, Message Box, DSC Management, and Reports. The main content area is titled 'Manage Profile / View Profile' and displays the following information:

User Details

State : ODISHA User Name : OR000130
User Role : Work Flow Player

Personal Details

First Name : DDH-Angul Middle Name : Last Name :
Date Of Birth : Aadhaar Number :

Contact Details

Mobile Number : - Email Id : rabindra.moharana@nic.in
Address Line 1 : Address Line 2 : Address Line 3 : Postal Code :

Official Details

Department/ Local Body	Level	Department Located at	Department	Designation
Department	Office of the Deputy Director Horticulture	Office of the Deputy Director Horticulture(DISTRICT - ANUGUL)	Directorate of Horticulture	Deputy Director

4. CLICK ON MODIFY PROFILE TO CHANGE NAME, ADDRESS, EMAIL ID, AND MOBILE NUMBER.

The screenshot shows the 'Modify Profile' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Manage Profile / Modify Profile' and contains the following form fields:

STATE

State * ODISHA

USER PROFILE

First Name * DDH-Angul
Middle Name
Last Name *
Address Line 1 *
Address Line 2
Address Line 3
Postal Code
Email Id * rabindra.moharana@nic.in
Mobile Number

5. CLICK ON CHANGE PASSWORD TO RESET YOUR PASSWORD. THEN ENTER YOUR OLD PASSWORD AND NEW PASSWORD AND THEN SUBMIT.

The screenshot shows the 'Change Password' page. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Manage Profile / Change Password' and contains the following form fields:

Old Password *
New Password *
Confirm Password *

At the bottom right, there are three buttons: Submit (green), Reset (blue), and Close (red).

After a Citizen will apply for seed license service from service plus (state), application form will go to the Nodal Scheme officer.

Procedure to follow by Scheme officer

1. Login to Scheme Officer

The screenshot shows a login interface with the following elements:

- Header:** A yellow bar with the text "LOGIN" and a close button (X).
- User Name:** A text input field containing "OR000130".
- Password:** A text input field with masked characters (dots).
- Word verification:** A box displaying "2zz 35f" in green on a black background, with a refresh icon to its right.
- Verification Input:** A text input field containing "2zz35f" with the instruction "Please enter the characters shown above".
- Submit:** A button labeled "Submit".
- Footer:** Two blue buttons: "Forgot Password" and "Register yourself".

Step1: After login to Scheme Officer using the given credential, click on Message box tab on the Menu panel on the left side of the screen steps to find out pending application forms.

Step2: Choose the service type from the drop down here it is Seed License by the Director of Horticulture for State.

Step 3: Choose the task type from the drop down here it is Verification of Company Application Form

Step4: Here put the specific application reference no to find out details e.g: HSLs/2018/00062, put this reference number to find out details of the specific

Seed License By Directorate of Horticulture (State)

The screenshot displays the web application interface for 'Seed License By Directorate of Horticulture (State)'. The interface includes a sidebar menu on the left with options like 'Manage Profile', 'Message Box', 'Inbox', 'Sent Applications', 'DSC Management', and 'Report'. The main content area features a search filter with 'Please Select Service*' (Seed License by the Director of Horticulture for State) and 'Select Task*' (Verification of Company Application Form). It also includes 'From Date' (01/01/2017) and 'To Date' (25/06/2018) fields, an 'Application Ref. No.' field, and a 'View:' section with radio buttons for 'Current Applications' and 'Applications on Hold'. A 'Submit' button is present. Below the form, it shows 'Showing 1 to 1 of 1 entries' and a table with columns: Sl.No., Application Number, Status, and Action. The table contains one entry with Sl.No. 1, Application Number HSL/2018/00062, Status Initiated, and Action Pull.

Sl.No.	Application Number	Status	Action
1	HSL/2018/00062	Initiated	Pull

Step5: Here Scheme Admin Officer Can view types of application form i.e. current applications or applications on hold.

Step6: Click submit, list of application forms will appear.

Step7: Click on the application reference number to get details and enclosures attached to the application form.

Step8: Click on Pull, it will redirect to verification of Application form.

Verification of Application form by Scheme Admin Officer

The screenshot shows a web application interface for verifying company application forms. On the left is a dark sidebar with 'DSC Management' and 'Report' links. The main area has a blue header 'VERIFICATION OF COMPANY APPLICATION FORM'. Below it is a white box titled 'Verification of Company Application Form' containing several fields: 'Select Action *' with radio buttons for 'Forward' (1) and 'Reject' (2); 'Select Task *' with radio buttons for 'Document Resubmission' (3) and 'Verification By DDH State' (4); 'Select User *' with a checked checkbox for 'DDH-State (Deputy Director)' (5); and 'Remarks' with a text area containing 'any remarks given by Scheme Officer to DDH state.' (6). Below this is a 'Reject Enclosures' section and a row of buttons: 'Submit', 'Draft', 'Reset', 'Cancel', 'Hold', and 'Back to Inbox'.

Step1: Scheme Admin either *forward* application to applicant for asking for document resubmission or *forward* application to DDH State for further verification.

Step2: Scheme Admin can *reject* the application too.

Step3: Scheme Admin can ask for document resubmission

Step4: Scheme Admin can *forward* to DDH State.

Step5: Check DDH State to forward to DDH State.

Step6: Remarks given to DDH State.

Procedure to follow by DDH State officer

1.Login to DDH State officer

LOGIN

User Name

Password

Word verification


Please enter the characters shown above

Message box of DDH State

Home > Dashi

Message Box

- Inbox **1**
- Sent Applications
- DSC Management <
- Report <

Please Select Service* **2** Select Task* **3**

From Date To Date

Application Ref. No.

View:- Current Applications Applications on Hold

Showing 1 to 2 of 2 entries

Search:

Sl.No.	Application Number	Status	Action
1	HSLs/2018/00044	Forwarded	Pull
2	HSLs/2018/00062 5	Forwarded	Pull 6

Seed License By Directorate of Horticulture (State)

Step1: Click on the inbox on the menu panel of DDH State to find out pending application form.

Step2: Click on the Seed License by the director of horticulture f or state.

Step3: Click on the Verification by DDH STATE

Step4: View as current applications or applications on hold.

Step5: Click on the HSLs/2018/00062 to get details of the applications.

Step6: Click pull to redirect it to next page.

Verification of Application Form By DDH State

The screenshot displays the 'Verification of Company Application Form by DDH State' interface. On the left is a dark sidebar with menu items: 'Inbox' (1), 'Sent Applications', 'DSC Management', and 'Report'. The main content area is titled 'VERIFICATION OF COMPANY APPLICATION FORM BY DDH STATE'. It features two sections: 'Action Details' and 'Select Official(s)'. In the 'Action Details' section, 'Select Action *' has radio buttons for 'Forward' (2) and 'Reject'. 'Select Task *' has radio buttons for 'Verification by DDH District' (3) and 'Verification of Company Application Form'. The 'Remarks *' field contains 'Remarks given by state DDH to district DDH.' (4). The 'Select Official(s)' section has 'Select official(s) for Verification by DDH State *' with a checked checkbox for 'DDH-KENDUJHAR (Deputy Director)' (5) and 'Select Official(s) for Verification of company application form *'. At the bottom are buttons for 'Submit', 'Draft', 'Reset', 'Cancel', 'Hold', and 'Back to Inbox'.

Step1: Click on the inbox to find out the pending applications form.

Step2: DDH state can forward or reject the application form.

Step3: Verification by DDH district or verification of Company Application Form by officials.

Step4: Remarks given by state DDH to district DDH.

Step5: Select officials here it is i.e. DDH-Kendujhar concerned district officials.

Procedure to follow by DDH District

1. Login to DDH District

LOGIN

User Name

Password

Word verification


Please enter the characters shown above

2. Message box of DDH District

Message Box

- Inbox **1**
- Sent Applications
- DSC Management
- Report

Please Select Service* **2** Select Task* **3**

From Date To Date

Application Ref. No.

Showing 1 to 2 of 2 entries

Search:

Sl.No.	Application Number	Status	Action
1	HSL/2018/00030	Forwarded	Pull
2	HSL/2018/00062 4	Forwarded	Pull 5

Seed License By Directorate of Horticulture (State)

Step1: Click on the inbox on menu panel of DDH district officers.

Step2: Select Seed License by the director of horticulture for state.

Step3: select verification by DDH district.

Step4: Click on the application reference number to find know details of the application form.

Step5: pull the application for further proceeding.

Verification by DDH District

View Processing History

View and Forward By DDH District

VERIFICATION BY DDH DISTRICT

Verification By DDH District

Select Action * Forward **1**

Select Official(s) for Physical Verification * AHO-JHUMPURA (Assistant Horticulture Officer) **2**

Remarks **3**

Step1: Click on the forward to send application to AHO block officer.

Step2: Click the AHO block to notify concerned block officers.

Step3: Any remarks given by DDH District to the respective AHO.

Procedure to follow by AHO

1. Login to AHO

LOGIN

User Name: OR000134

Password:

Word verification: 5K1 F4P

Please enter the characters shown above: 5K1F4P

Submit

Forgot Password Register yourself

2. Message box of AHO.

In inbox all the application form will be displayed to AHO

Message Box

Inbox 1

Message Box

Please Select Service* 2: Seed License by the Director of Horticulture for State

Select Task* 3: Physical Verification Of Company Application Form

From Date: 01.01/2017 To Date: 25.06/2018

Application Ref. No. []

Submit

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action
1	HSL/2018/00062 4	Forwarded	View 5

Seed License By Directorate of Horticulture (State)

Step1: Click on the inbox on the menu panel of AHO block officer to find out the pending application form.

Step2: Select the service Seed License by the Directorate of Horticulture for state.

Step3: Select the task physical verification of company application form.

Step4: Click on the application reference number to find out the details of the application form.

Step5: Click on the pull to proceed further.

After pulling the application form AHO Message Box.

The screenshot shows a web application interface for AHO BANARPAL. On the left is a dark blue sidebar menu with options: Manage Profile, Message Box, Inbox (1), Sent Applications, DSC Management, and Report. The main content area displays details for a specific application form. The details are as follows:

Service Name-	2 Seed License by the Director of Horticulture for District
Current Task-	3 Physical Verification By AHO
Application Reference Number-	4 HSLSD/2018/00092
Application Received Date-	5 21-06-2018

Below the details is a button labeled "View Processing History". Underneath, there is a section titled "Physical Verification of Company Application Form District" containing two horizontal bars: a blue one labeled "PHYSICAL VERIFICATION OF COMPANY APPLICATION FORM" and a green one labeled "PHYSICAL VERIFICATION BY AHO". A vertical scrollbar is visible on the right side of the main content area.

Physical Verification By AHO

Physical Verification of Company Application Form District 6

PHYSICAL VERIFICATION OF COMPANY APPLICATION FORM

PHYSICAL VERIFICATION BY AHO

Name Of The Firm <input type="text" value="FARM"/>	Address Of The Company <input type="text" value="ANGUL"/>
Name Of The Dealer <input type="text" value="smbit mishra"/>	Address Of The Dealer <input type="text" value="ANUGUL"/>
District <input type="text" value="ANUGUL"/>	Block <input type="text" value="BANARPAL"/>
Mobile Number <input type="text"/>	
Contact Person Name <input type="text" value="S K DASH"/>	Mobile Number <input type="text" value="888888889"/>

Seed License By Directorate of Horticulture (State)

Date of Verification and Suitability

Date of Verification:

Suitable / Not Suitable:

Action Details

Select Action * Forward **1**

Select official(s) for Authentication of application * DDH-KENDUJHAR (Deputy Director) **2**

Upload Document No file selected.

Remarks:

Step1: This is the same inbox in menu of AHO.

Step2: This is the service name on which AHO is currently working on.

Step3: This is the task name on which AHO is currently working on.

Step4: This is Application Reference Number which is same before pulling the application form.

Step5: This is date on which application received by the officer.

Step6: Here AHO has to fill up the inspection form with all the necessary information and all the mandatory fields has to be filled.

Step7: After physical verification by AHO, this will be forwarded to DDH with all documents and remarks.

Step8: Click the submit button to complete the process.

Authentication by DDH DISTRICT

LOGIN TO DDH

LOGIN

User Name

Password

Word verification


Please enter the characters shown above

Message Box of DDH. In inbox all the application form will be displayed to DDH

Message Box

- Inbox **1**
- Sent Applications
- DSC Management
- Report

Please Select Service* Select Task*

From Date To Date

Application Ref. No.

Showing 1 to 1 of 1 entries

Search:

Sl.No.	Application Number	Status	Action
1	HSL/2018/00062 4	Forwarded	Pull 5

Seed License By Directorate of Horticulture (State)

Step1: Click on the inbox on the menu panel of the DDH district for authentication of Application form.

Step2: Click on the seed license by the director of horticulture for state.

Step3: Click on the Authentication of application form.

Step4: Click on the application reference number to get details about the application form.

Step5: Click on the pull to proceed further.

After pulling the application from DDH message box

Report

View Processing History

Authentication Of Application

AUTHENTICATION OF APPLICATION

ACTION TAKEN

Action * Forward 1

User * AD-Horticulture (Additional Director) 2

Remarks 3

Submit Draft Reset Cancel Back to Inbox

Step1: Click on the forward to proceed further.

Step2: Click on the Additional Director to send application to AD-Horticulture.

Step3: Remarks given by DDH District to Additional Director.

Procedure to follow by Additional Director

Login to Additional Director

LOGIN ✕

User Name

Password

Word verification


Please enter the characters shown above

Sent Applications
DSC Management <
Report <

From Date  To Date 

Application Ref. No.

Showing 1 to 6 of 6 entries

Search:

Sl.No.	Application Number	Status	Action
1	HSLs/2018.00005	Forwarded	Pull
2	HSLs/2018.00036	Forwarded	Take Action
3	HSLs/2018.00042	Forwarded	Take Action
4	HSLs/2018.00050	Forwarded	Take Action
5	HSLs/2018.00058	Forwarded	Take Action
6	HSLs/2018.00062	Forwarded	Pull

Seed License By Directorate of Horticulture (State)

The screenshot shows a web application interface for managing seed licenses. On the left is a dark sidebar with navigation options: 'Inbox', 'Sent Applications', 'DSC Management', and 'Report'. The main content area displays application details for 'Application Reference No. DL3/2018/00002'. It includes a 'View Processing History' button and a 'Generate Certificate' section. The 'Generate Certificate' section has a blue header and a green 'Action Details' header. Under 'Action Details', there are two radio buttons: 'Reject' and 'Deliver', with a red '1' next to 'Deliver'. Below this is a 'Remarks' field with a text input containing 'Remarks given by Additional Director.' and a red '2' to its right. At the bottom of the 'Generate Certificate' section are five buttons: 'Submit', 'Draft', 'Reset', 'Cancel', and 'Back to Inbox'.

Step1: Click on the reject or deliver to take action.

Step2: Remarks given by Additional Director to applicant.

Seed License By Directorate of Horticulture (State)

Menu ☰ AD-Horticulture

Manage Profile <

Message Box ▼

Inbox

Sent Applications

DSC Management <

Report <

Home -> Dashboard

List of Documents

would you like to sign with DSC? * Yes No

eSign Unsigned Document Upload Ink Signed Document

Document Name	View Document
Seed Licence Certificate	

Submit Edit Form View Form Cancel Back to Inbox

↑

Seed License By Directorate of Horticulture (State)



DIRECTORATE OF HORTICULTURE , ODISHA, BHUBANESWAR
FORM-B
(SEE CLAUSE 5)
LICENCE TO CARRY ON THE BUSINESS OF A DEALER IN SEEDS

License No: HSLs/2018/00062
Issue Date: 21/06/2018
Valid Upto: 24/06/2021



1. Subject to the provisions of the Seeds (Control) Order, 1983 and to the terms and condition of this License Shri / M /S **GauriNalk** is hereby granted license to Sell and store for the said purposes of seeds.

2. The licence shall carry on the aforesaid business at all over the State of Odisha.

OFFICE ADDRESS		STORAGE ADDRESS	
District	KENDUJHAR	District	KENDUJHAR
Block	JHUMPURA	Block	JHUMPURA
Address	Block Education Office, Jhumpura, At/P.O: Jhumpura, Dist.: Keonjhar, PIN: 758031	Address	Block Education Office, Jhumpura, At/P.O: Jhumpura, Dist.: Keonjhar, PIN: 758031

Details of Seeds annexed:

S. No.	Name of Crop	Notified / Non-Notified
1.	Banana (TC)	Notified
2.	Beet Root	Notified
3.	Brinjal	Notified
4.	Carrot	Notified
5.	Cauliflower	Non-Notified
6.	Coriender	Non-Notified

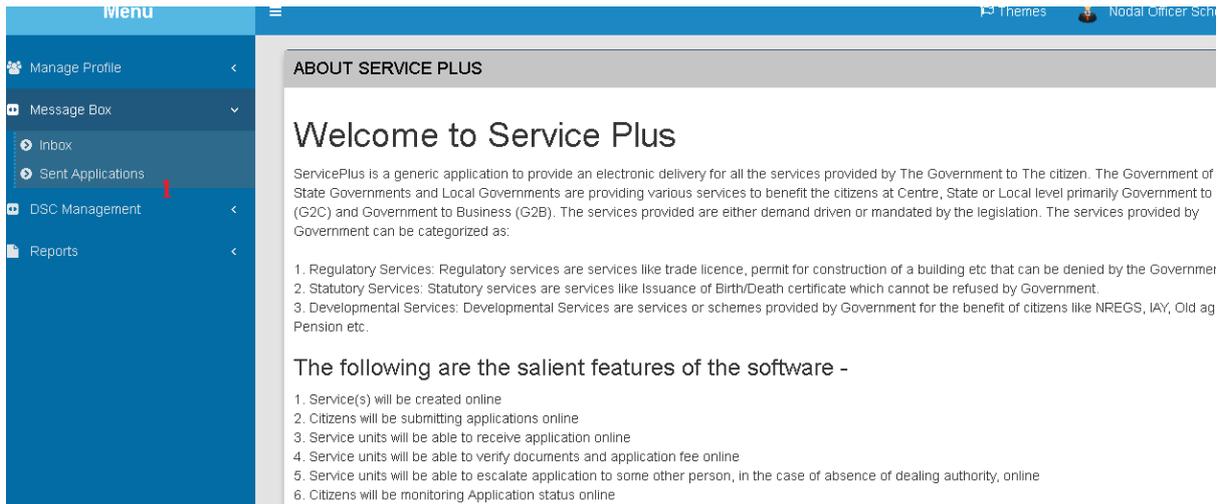
Licensing Authority
State Of Odisha

Your Reference Number is: HSLs/2018/00062. To verify: <http://www.serviceonline.gov.in/userCertificate.html?tokenNo=25910198VGI895>

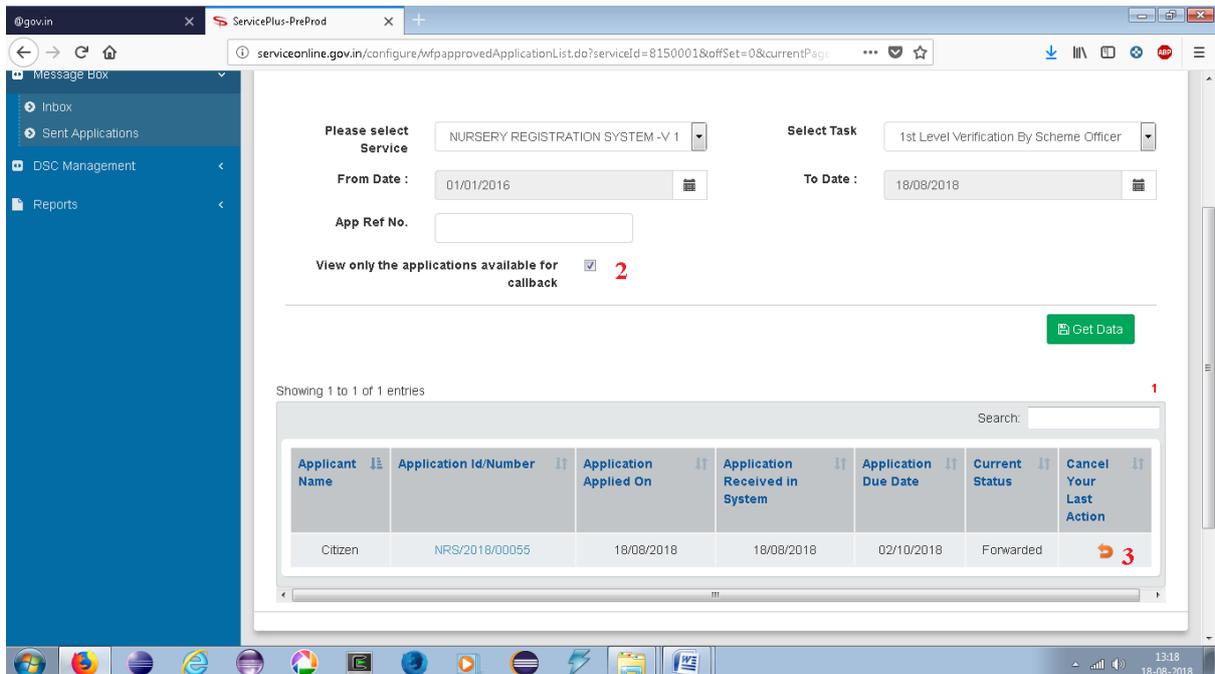
Certificate generated by Additional Director of horticulture to applicant.

HOW TO CALL BACK A SENT APPLICATION FORM

1. An official can call back a sent application form if and only if the application form has not been pulled by the next level official. Login to the profile. Click on the Message box and then click on sent Applications.

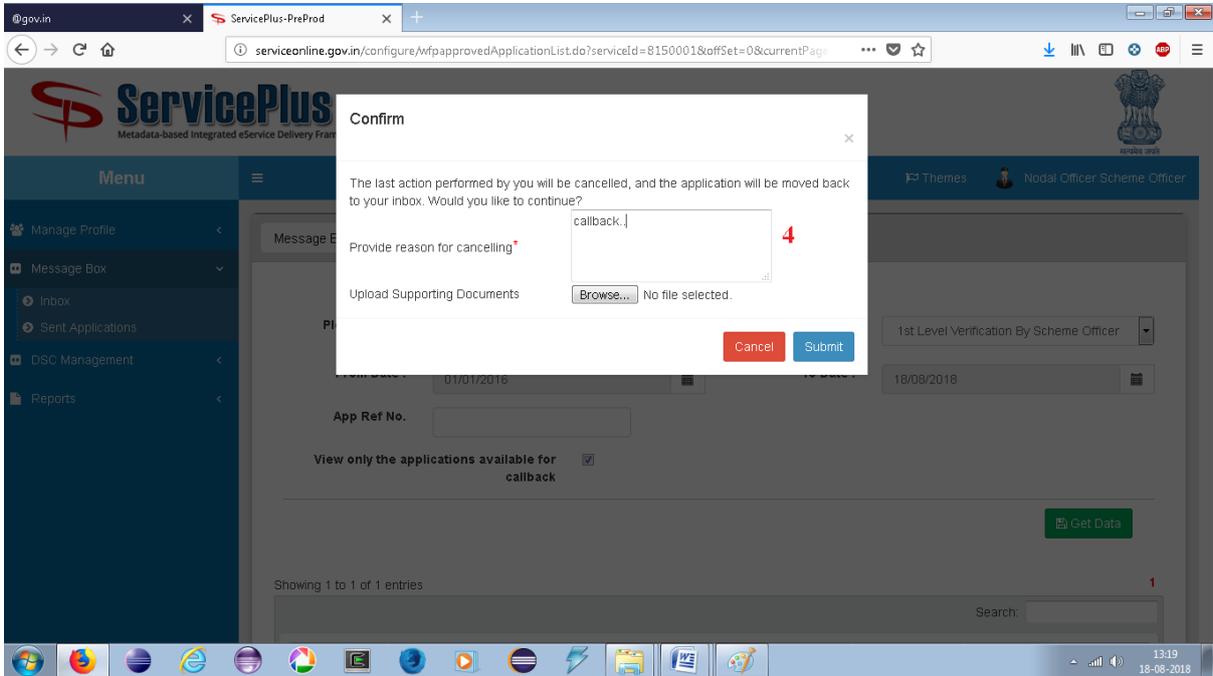


2. Select the service name, select task, and select date. Then select 'view only the application available for call-back'.
3. Then click on 'cancel your last action'.



Seed License By Directorate of Horticulture (State)

4. Click on Submit to complete the process.



Thank You!!